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Weekly Report for Week Ending 1 December 1959
from
Forms Management Branch

1. Contributionsa. Tangible

- (1) Completed 30 actions requiring the printing of 409,952 copies of forms.
- (2) Four new and 6 revised forms were approved.
- (3) Twenty-one forms were made obsolete.
- (4) Retired 2 cubic feet of records to Records Center and destroyed 1 cubic foot.

2. Assignmentsa. Active

(1) Forms Analysis Projects:

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
25X1		1	5	6
		5	1	6
		1	1	2
		3	3	6
		<u>10</u>	<u>10</u>	<u>20</u>
	Totals			

(2) Employee Suggestions:

	<u>Analyst</u>	<u>Pending</u>
25X1		1
		1
		<u>2</u>
	Totals	

(3) Teletype Dissemination Information Reports and Systems

25X1

The manufacturer has replaced forms previously rejected because of a printing error. Replacements are now being tested.

(4) Revision of Dispatch Forms

25X1

Changes discussed with are to be further discussed with officials to DD/P today.

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then will return to to redraft and obtain further

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coordination copies. The redrafted forms will be ready for coordination early next week.

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|------|---|------|
| | (5) Improved Management of Stocked Forms <input type="text"/> | 25X1 |
| | (6) Uniform Information Report <input type="text"/> | 25X1 |
| | (7) Revision of Courier Receipt and Log Record <input type="text"/> | 25X1 |
| | (8) Expediting Printing of Information Reports <input type="text"/> | 25X1 |
| 25X1 | (9) Improvement of Quality of Information Reports Production <input type="text"/> | |
| | Completed comments on a memorandum to all DD/P reports officers on "Proper Care and Use of Information Report Mats." | |
| 25X1 | (10) Revision of Security Officer Check List, Security Check Sheet, and their coordination with Security Check Sheet Holder <input type="text"/> | |
| | (11) Forms Management Orientation Seminar <input type="text"/> | 25X1 |
| | (12) Revision of Form 30, "Request for Approval of Form" <input type="text"/> | 25X1 |
| | Test copies have been received and are being coordinated internally. | |
| | (13) Pseudo-Crypto Request Form <input type="text"/> | 25X1 |
| | (14) Joint CS-JCS War Plan Form <input type="text"/> | |
| | (15) "TS Signature Record and Cover Sheet," Form 26 <input type="text"/> | 25X1 |
| | (16) Computer System Forms for RCA-501 <input type="text"/> | 25X1 |
| | (17) Survey of all Forms under the Old Numbering System <input type="text"/>
Survey is completed resulting in 5 forms being declared obsolete and one redesignated. There now remains 24 under this system. They will all be obsolete upon reordering.
<i>REDESIGNATED</i> | 25X1 |
| | (18) Slides and Prints of New Building Site <input type="text"/> | 25X1 |
| | Draft of script is completed and is now being reviewed. | |
| 25X1 | (19) American Management Association Workshop Seminar #614-59, "Organization and Management of an Effective Records Retention Program" <input type="text"/> | |
| | Distribution material has been assembled and shipped to AMA. | |

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- (20) "Headquarters Property Turn-In Document," Form 1707 [] 25X1

Revision and specifications completed and sent to DD/P for coordination.

- (21) Survey of all Forms under the New Numbering System not Ordered for Eighteen Months or More [] (560) 25X1

Thus far 203 have been declared active and 38 have been declared obsolete.

- (22) Survey of all Forms of Other Government Agencies not Ordered for 18 Months or More [] (168) 25X1

Thus far 42 have been declared active and 6 declared obsolete.

- (23) Three employee suggestions evaluated.

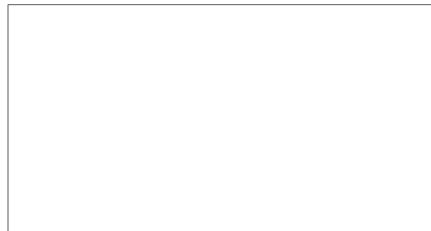
- (24) Forms Management Round Table [] 25X1

Met on November 20th and developed 3 additional problems bringing total to 24. The problems were grouped into 5 major areas and are being handled by subcommittees of the Round Table. These areas are: (1) Organization and Relationships (2) Program Coverage (3) Staffing and Training (4) Backing (5) Professional Society. [] is chairing the latter committee. 25X1

3. News

- 25X1 a. [] is to be instructor in Forms Management at the 7th Institute of Records Management in June 1960.

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